

Planning Chart

Circle or write your purpose for writing in the first column. Answer the questions in the second column.

Topic _____

Purpose	Audience
<i>Circle one.</i> <ul style="list-style-type: none">● to tell a real story● to tell a made-up story● to describe a person, place, or thing● to explain how to do something● to find something out● to give an opinion● to ask something● other <div><div></div><div></div><div></div></div>	<i>Write answers to these questions.</i> <div><div>1. Who will read this?</div><div><div></div><div></div><div></div></div><div>2. What do they already know about my topic?</div><div><div></div><div></div><div></div></div><div>3. What do I want them to know?</div><div><div></div><div></div><div></div></div><div>4. What part of my topic would interest them most?</div><div><div></div><div></div><div></div></div></div>